

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

TO: Mayor and Councilmembers

FROM/PHONE: Manny Diez, Public Works & Capital Projects Director, (954) 797-1245

PREPARED BY: Mike Scott, Office Supervisor, (954) 797-1243

SUBJECT: Resolution

AFFECTED DISTRICT: Town Wide

ITEM REQUEST: Schedule for Council Meeting

TITLE OF AGENDA ITEM: CONTRACT - A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH SCANDINAVIAN BUILDERS, INC., FOR CONSTRUCTION SERVICES.

REPORT IN BRIEF: The Town solicited proposals from firms to provide CONSTRUCTION SERVICES. The Town approved the selection of SCANDINAVIAN BUILDERS, INC. as one of the firms the Town would be entering into a contract with. Staff negotiated with SCANDINAVIAN BUILDERS, INC. and presents the attached contract for execution by the Mayor. The master contract establishes an hourly rate schedule that will be the basis of pricing for all projects. As work assignments are identified, the appropriate Department Director or their designee will negotiate a Memorandum of Understanding defining the scope of the work to be completed and the price for this work. All Memorandums of Understanding will be executed administratively. The initial term of the contract is two years. The Town will have the option to renew this agreement for two (2) additional one (1) year terms upon the same terms and conditions. Contract extensions, if appropriate, must be approved by the Town Council.

PREVIOUS ACTIONS: Resolution 2009-044

CONCURRENCES:

FISCAL IMPACT: Yes

Has request been budgeted? Yes

If yes, expected cost: \$ Dependent on the number of work assignments

Account name and number: Dependent on the project(s) and department(s)

Additional Comments: None

RECOMMENDATION(S): Motion to approve resolution

Attachment(s): Resolution, Contract, and Pricing Schedule

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH SCANDINAVIAN BUILDERS, INC. FOR CONSTRUCTION SERVICES.

WHEREAS, the Town of Davie is in need of CONSTRUCTION SERVICES; and

WHEREAS, staff negotiated a master contract with SCANDINAVIAN BUILDERS, INC., which establishes hourly rates to be charged for all projects; and

WHEREAS, as the need for services arises, SCANDINAVIAN BUILDERS, INC. will be required to enter into a Memorandum of Understanding with the Town to authorize the work.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA.

SECTION 1. The Town Council authorizes the Mayor to execute the master contract with SCANDINAVIAN BUILDERS, INC. for CONSTRUCTION SERVICES which is attached hereto.

SECTION 2. The Town Council authorizes the appropriate staff member to approve the Memorandum of Understanding for CONSTRUCTION SERVICES, derived from the pricing structure of this master contract.

SECTION 3. The initial term of the contract is two years. The Town will have the option to renew this agreement for two (2) additional one (1) year terms upon the same terms and conditions. Contract extensions, if appropriate, must be approved by the Town Council.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2009

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2009

**AGREEMENT BETWEEN THE TOWN OF DAVIE AND
(NAME OF BUSINESS HERE)
FOR GENERAL CONSTRUCTION SERVICES**

THIS AGREEMENT, made and entered into the _____ day of _____, 2009,

by

Scandinavian Builders, INC.
1055 N.E. 46th Court
Oakland Park, Florida 33334

(Hereafter referred to as "CONTRACTOR")

and between:

TOWN OF DAVIE, FLORIDA
a municipal corporation
6591 Orange Drive
Davie, Florida 33314
(Hereinafter referred to as "TOWN")

WHEREAS, the Town issued a Request for Proposal (B-09-111) General Construction Services on a Continuing Services Agreement; and

WHEREAS, the intent of the Town staff is to recommend multiple awards to the Town Council and establish a list of qualified firms; and

WHEREAS, the recommended firms will provide projects that do not exceed \$25,000.00 in basic construction cost; and

WHEREAS, the Town Council approved staff's recommendation by Resolution 2009-44 and authorized the Town Administrator or his designee to negotiate contracts for such services.

NOW, THEREFORE, in consideration of the benefits provided by CONTRACTOR to the citizens of Davie and the covenants and conditions herein expressed and the faithful performance of all such covenants and conditions, the parties agree as follows:

Section 1.

1.01 The above recitals are true and correct and are incorporated herein.

Section 2. TERM

2.01 This Agreement shall be effective upon the approval of the Town Council and shall terminate two (2) years from that date. However, either party may terminate this Agreement by providing a thirty (30) calendar days written notice. The TOWN shall have the option to renew this Agreement for two (2) additional one (1) year terms upon the same terms, conditions and limitations imposed hereby.

Section 3. SCOPE OF SERVICES

3.01 CONTRACTOR acknowledges that its firm is on a list of Construction Contractor firms to be considered by the Town to provide construction services for projects that do not exceed \$25,000.00 in basic construction cost.

3.02 CONTRACTOR will provide the construction services as outlined in the TOWN'S RFP B-08-111. CONTRACTOR will be required to provide experienced professional service in all construction trades.

3.03 CONTRACTOR acknowledges that from time to time the TOWN will contact the CONTRACTOR to perform a specified scope of work. All work to be performed by CONTRACTOR must be authorized by the TOWN, with such authorization containing additional information, terms and conditions related to the specific project.

3.04 CONTRACTOR will enter into a Memorandum of Understanding with TOWN for the "Authorization of Work" for each required scope of service to be completed by CONTRACTOR.

Section 4. CONSIDERATION

4.01 Should TOWN request services from CONTRACTOR, such services shall be provided in accordance with the price schedule, which is inclusive of all fees and expenses, including travel and other direct expenses. Said price schedule is attached hereto and incorporated herein as Exhibit "A". CONTRACTOR may submit a revised exhibit "A" for consideration by TOWN during the term of the Agreement; however, CONTRACTOR may only submit a revision once during any twelve month period.

Section 5. DUTIES AND RESPONSIBILITIES OF TOWN

5.01 Timely review and comment on all work product submitted by CONTRACTOR and schedule all required meetings on a timely basis.

5.02 Other assistance as may be required by CONTRACTOR to complete required work authorized by TOWN.

Section 6. INSURANCE

6.01 Prior to commencing work, the CONTRACTOR shall provide TOWN with certified copies of all insurance policies providing coverage as required.

6.02 The CONTRACTOR shall secure and maintain, at its own expense, and keep in effect during the full period of the agreement a policy or policies of insurance, which must include the following coverage and minimum limits of liability:

(a) **Worker's Compensation and Employer's Liability Insurance** for all employees of the CONTRACTOR engaged in work under the Agreement in accordance with the laws of the State of Florida. The CONTRACTOR shall agree to be responsible for the employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

(b) **Comprehensive General Liability Insurance** with the following minimum limits of liability:

\$1,000,000.00 Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence. Coverage shall specifically include the following minimum limits not less than those required for Bodily Injury Liability and Property Damage:

\$500,000.00 Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence:

- (1) Premises and Operations;
- (2) Independent Contractors;
- (3) Products and Completed Operations;
- (4) Broad Form Property Damage;
- (5) Broad Form Contractual Coverage applicable to the Contract and specifically confirming the indemnification and hold harmless agreement in the Contract;
- (6) Personal Injury Coverage with employment and contractual exclusions removed and deleted;
and
- (7) Explosion, collapse, underground coverage (X - C - U)

(c) **Comprehensive Automobile Liability Insurance** for all owned, non-owned and hired automobiles and other vehicles used by the CONTRACTOR in the performance of the work with the following minimum limits of liability:

\$1,000,000.00 Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence

6.03 ALL LIABILITY INSURANCE POLICIES SHALL SPECIFICALLY PROVIDE THAT THE TOWN OF DAVIE IS AN ADDITIONAL NAMED INSURED OR ADDITIONAL INSURED WITH RESPECT TO THE REQUIRED COVERAGES AND THE OPERATIONS OF THE CONTRACTOR UNDER THE AGREEMENT. INSURANCE Companies selected must be acceptable to TOWN. All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be canceled, materially changed or renewal refused until at least thirty (30) calendar days written notice has been given to TOWN by certified mail.

6.04 The required insurance coverage shall be issued by an insurance company duly authorized and licensed to do business in the State of Florida with the following minimum qualifications in accordance with the latest edition of A.M. Best's Insurance Guide:

Financial Stability B+ to A+

6.05 The CONTRACTOR is required to submit a list of claims presently outstanding against their professional liability coverage. This information must be provided by and signed by the agent of the insurance carrier. If no outstanding claims exist, a statement of this fact must be provided by and signed by the agent of the insurance carrier.

Section 7. INDEMNIFICATION

7.01 GENERAL INDEMNIFICATION: The CONTRACTOR agrees to indemnify and hold harmless the TOWN, its officers, agents, and employees, from any and all liability, defense costs, including attorneys' fees, and all other fees incidental to the defense, loss, or damage the TOWN may suffer as a result of claims, demands, costs, or judgments against it arising from the subject project. Nothing in this agreement shall be construed to affect in any way the TOWN'S rights, privileges, and immunities as set forth in Florida Statutes 768.28. Nothing in the Agreement shall be construed to benefit or grant any claim or cause of action to any third party.

7.02 PATENT AND COPYRIGHT INDEMNIFICATION: The CONTRACTOR agrees to indemnify, defend, save and hold harmless the TOWN, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any material, property or other work in connection with the performance of the Agreement. Any and all work products produced during the term of this contract by CONTRACTOR shall be the sole property of the TOWN.

Section 8. TERMINATION AND DEFAULT

8.01 In the event CONTRACTOR shall default in any of the terms, obligations, restrictions or conditions of the Proposal documents, TOWN shall give written notice by certified mail, return receipt requested to CONTRACTOR of default and that such default shall be corrected or actions taken to correct such default shall be commenced within ten (10) calendar days thereof. In the event CONTRACTOR has failed to correct the conditions of default or the default is not remedied to the satisfaction and approval of TOWN, TOWN shall have all legal remedies available to it, including, but not limited to termination of this Agreement in which case the CONTRACTOR shall be liable for all procurement and re-procurement costs and any and all damages permitted by law arising from the default and breach of this Agreement.

8.02 TOWN shall have the right to terminate the Agreement, without cause, by giving written notice to CONTRACTOR of such termination and specifying the effective date thereof, at least thirty (30) calendar days prior to the effective date of termination.

Section 9. RECORDS AND AUDIT

9.01 TOWN reserves the right to audit the records of CONTRACTOR relating to this project at any time during the performance and term of the Agreement and for a period of three (3) years after completion and acceptance by TOWN. If required by TOWN, CONTRACTOR shall agree to submit to an audit by an independent certified public accountant selected by TOWN. CONTRACTOR shall allow TOWN to inspect, examine and review the records of CONTRACTOR at any and all times during normal business hours during the term of this Agreement.

Section 10. INDEPENDENT CONTRACTOR

10.01 It is understood and agreed that CONTRACTOR is and shall remain an independent contractor with respect to the services being performed by CONTRACTOR pursuant to this Agreement and shall not, for any purpose, be deemed an employee of TOWN.

Section 11. CONFLICT OF INTEREST

11.01 CONTRACTOR covenants that no person under its employ who presently exercises any functions or responsibilities in connection with this Agreement has any personal financial interests, direct or indirect, with TOWN. CONTRACTOR further covenants that, in the performance of this Agreement, no person having such conflicting interest shall be employed. Any such interests, on the part of CONTRACTOR or its employees, must be disclosed in writing to TOWN.

11.02 CONTRACTOR is aware of the conflict of interest laws of Broward County and the State of Florida, Chapter 112, Florida Statutes (1993), as amended, and agrees that it will fully comply in all respects with the terms of said laws.

11.03 CONTRACTOR warrants that it has not employed or retained any person employed by TOWN to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay, any public official or person employed by TOWN any fee, commission, percentage, brokerage fee or gift of any kind, contingent upon or resulting from the award of his privilege.

Section 12. ASSIGNMENT

12.01 This is a personal services Agreement whereby TOWN has expressly retained CONTRACTOR. This Agreement is not assignable or transferable in whole or in part without the prior expressed written consent of the TOWN which consent can be arbitrarily withheld.

Section 13. COMPLIANCE WITH LAWS

13.01 CONTRACTOR shall comply with all statutes, laws, ordinances, rules, regulations and lawful orders of the United States of America, State of Florida, Town of Davie and of any other public authority which may be applicable to this Agreement.

Section 14. VENUE

14.01 Any claim, objection or dispute arising out of the terms of this Agreement shall be litigated in the Seventeenth Judicial Circuit in and for Broward County, Florida and the prevailing party to any resultant judgment shall be entitled to an award of all reasonable attorney's fees, paralegal expenses, interest and court costs incurred by such prevailing party against the losing party including reasonable appellant attorney's fees, interest and taxable costs.

Section 15. GOVERNING LAW

15.01 The validity, construction and effect of this agreement shall be governed by the laws of the State of Florida.

Section 16. INSOLVENCY

16.01 In the event that either party shall become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or its assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of creditors, or become subject to rehabilitation, then, at the option of the other party and immediately upon written notice, this Agreement shall terminate and be of no further force and effect.

Section 17. ENTIRE AGREEMENT

17.01 This Agreement contains the entire understanding of the parties relating to the subject matter hereof superseding all prior communications between the parties, whether oral or written, and this Agreement may not be altered, amended, modified or otherwise changed nor may any of the terms hereof be waived, except by a written instrument executed by both parties. The failure of a party to seek redress for violation of or to insist on strict performance of any of the covenants of this Agreement shall not be construed as a waiver or relinquishment for the future of any covenant, term, condition or election but the same shall continue and remain in full force and effect.

Section 18. SEVERABILITY

18.01 Should any part, term or provision of this Agreement be by the courts decided to be illegal or in Conflict with any law of the State, the validity of the remaining portions or provisions shall not be affected thereby.

Section 19. NOTICES

19.01 All notices or other communications required by this Agreement shall be in writing and deemed delivered upon mailing by certified mail, return receipt requested, to the following persons and addresses unless otherwise specified herein:

TOWN: Procurement Manager
Town of Davie
6591 Orange Drive
Davie, Florida 33314

CONTRACTOR: Scandinavian Builders, INC.
1055 N.E. 46th Court
Oakland Park, Florida 33334

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first written above, in two (2) counterparts, each of which shall without proof or accounting for the other counterpart be deemed an original Contract.

Witness:

Contractor

BY

Title

Date:

OWNER

Town of Davie, a Florida
Municipal Corporation

ATTEST:

Russell Muniz
Town Clerk

Tom Truex
Mayor

(Seal)

Gary Shimun
Town Administrator

APPROVED AS TO FORM AND
CORRECTNESS:

DATE: _____

John Rayson
Town Attorney
Town of Davie

Council Approved: _____ Date

Attachment "A"

PROPOSED COST OF SERVICES

Complete the following proposed cost of services information and return it with your package. This information will be used for comparative purposes only and will not be the sole determinant for award.

Permitting	\$ <u>40</u> Per Hour
Supervisor/Forman	\$ <u>50</u> Per Hour
Carpenter	\$ <u>45</u> Per Hour/Man
Carpenter Helper	\$ <u>25</u> Per Hour/Man
Roofer	\$ <u>70</u> Per Hour/Man
Roofer Helper	\$ <u>40</u> Per Hour/Man
Plumber	\$ <u>60</u> Per Hour/Man
Plumber Helper	\$ <u>30</u> Per Hour/Man
HVAC Mechanic	\$ <u>70</u> Per Hour/Man
HVAC Mechanic Helper	\$ <u>30</u> Per Hour/Man
Electrician	\$ <u>65</u> Per Hour/Man
Electrician Helper	\$ <u>40</u> Per Hour/Man
Laborer(s)	\$ <u>20</u> Per Hour/Man
Labor Burden	<u>4</u> %
Overhead	<u>11</u> %
Profit	<u>8</u> %
Materials Cost Mark up	<u>2</u> %

Company Name: SCANDINAVIAN BUILDERS INC

Company Address: 1055 NE 46th COURT, OAKLAND PARK, FL 33334

Company Phone Number: 954-938-3136

Signature: [Signature]

Print Name: BODIL JOHANSSON CERVONE

All submittals must include a W-9 form, a Vendor/Bidder Disclosure Form, and a Registration of Lobbying Interest Form.

Will your company accept payment via the Town's Visa procurement card?

Circle one Yes NO